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6 FEB 1968

MEETING OF ADMINISTRATIVE TASK FORCE - 26 JANUARY 1968

MEMBERS PRESENT



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1. Approximately one-half of our session was spent on an evaluation of a draft proposal which would provide for the payment of travel and transportation expenses to employees retiring under the Central Intelligence Retirement Act to a place they designate in the United States, its territories or possessions. Since employees retiring abroad are now entitled to receive travel at Government expense "to a place where they will reside," the proposal would have the effect of extending a travel benefit to personnel retiring from Washington, D. C. or some other PCS point in the United States, along the lines now accorded to Officers of the Foreign Service.
2. As a companion consideration, the travel entitlements of a retiree abroad should be confined, in our view, to a place of the employee's choosing in the U. S. We concluded this action is desirable, not only to equate the benefits of employees retiring under CIAR, regardless of duty station, but it appears to be in conformance with Agency policy to have employees retire or separate at Headquarters whenever possible.
3. We accepted the suggestion of the Office of Personnel that this proposal, if put forth, should be granted to CIAR participants. We believe that the standards approved by law for membership in CIAR provide the best criteria for selecting those personnel who by reason of career commitment and performance of substantial overseas service should be given the proposed travel benefit. Inasmuch as the Department of State limits the payment of travel to retirees from the Foreign Service, we think it is appropriate to exercise a similar selectivity in adopting a new travel benefit for retirees in the United States.
4. We also reviewed the possible costs involved if this new expense were incurred and decided to attempt a general cost estimate. We agreed, however, to insert a general provision in the transmittal memorandum to our Report acknowledging that the volume of personnel affected by several of our proposals cannot be accurately anticipated, thus making any cost appraisals extremely difficult and subject to gross error.
5. We reviewed several suggestions for study recommended by the Office of Logistics. In summary, these proposals and our basic reactions were as follows:

- a. Establish a Temporary Lodging Allowance for an employee required to establish a temporary lodging in U. S. prior to

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Excluded from automatic
downgrading and
declassification

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his scheduled departure overseas--This idea is analogous to the miscellaneous expense allowance permitted under BOB A-56. Since Agency officials have declined to adopt the provisions of A-56 in regard to foreign moves, upon advice of OGC, it would appear inappropriate to seek an exception to that decision in this instance.

b. Development of a formula to encourage early retirement such as two and a half years credit toward retirement for each two years of service--Retirement is excluded from the charter of the Task Force.

c. Grant a retiree under the CIA system a cost of living allowance increase in the same time frame that such allowance is granted a Civil Service retiree--Ditto, paragraph b. above. The formula for increases in the CIA system is mentioned in the statute. The exact latitude for changing an anomaly will be investigated for a report at the next meeting.

d. Grant a retiree under the CIA system an option to pay a deposit to cover a period of federal service for which no contribution to the retirement fund was made (in order to receive full credit for such period without cut in annuity). This option is available to employees retiring under the Civil Service system--Again, it appears that the Task Force has no jurisdiction over this matter, but the legal aspects will be checked for discussion at the next meeting.

e. Approve contract service overseas for this Agency as qualifying service under the CIA retirement system--Ditto, paragraph d. above.

6. An extensive review of the home leave position paper resulted in a decision to redraft the proposal so that it clearly indicates that we contemplate a system for (a) establishing overseas tours other than 24 months when necessary and (b) providing home leave to an employee, as soon as administratively convenient, upon the completion of his prescribed tour, regardless of its length and whether it is an initial or a subsequent overseas tour.

7. We reviewed the status of our deliberations to date. Since we have held several meetings among ourselves and have talked to a number of people in the course of evaluating approximately 30 proposals, we believe our discussions are now sufficiently complete to warrant the development of a draft report for review by the Task Force. Accordingly, the Chairman will undertake this task and the other members will provide certain topical inserts.

8. The next meeting will be held on call by the Chairman.

SIGNED

[Redacted Signature]

Chairman, Task Force
Administrative Assistance

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6 FEB 1968

MEETING OF ADMINISTRATIVE TASK FORCE - 19 JANUARY 1968

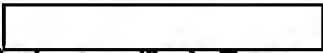
MEMBERS PRESENT



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1. This session was devoted to a discussion of the various proposals presented to the Task Force orally and in writing.
2. A draft position paper on the payment of travel and transportation expenses to personnel resigning abroad was reviewed. We decided to recommend a regulatory change to clarify the place to which such travel may be authorized. Currently, regulations permit an overseas resignee the right of travel to headquarters or place of residence at time of appointment, or point not more distant. Clarification of this issue is particularly needed in the Agency since one or more Divisions are construing the regulations to allow the authorization of travel expenses to a place within the United States of the employee's own choosing. We decided to recommend the insertion of a provision in the regulations which would define an employee's permanent place of residence and limit the return travel of overseas resignees thereto.
3. We also reviewed the home leave proposal, originally brought up in the 9 January meeting. We discussed the specific recommendations contained in the proposal as submitted by the Office of Personnel, but reached no final conclusion on this subject.
4. We agreed to draft paragraphs in our Report on two proposals, submitted by Support Services, i.e., (a) authorize shipment of HHE from two points within U. S. upon assignment overseas, and (b) pay civilian allowances to military details.
5. The Task Force will meet again on 26 January 1968.

SIGNED


Chairman, Task Force
Administrative Authorities

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